

# Salesbury Church of England Primary School



## Privacy Notice

### How we use pupil information

#### The categories of pupil information that we collect, hold and share include:

- Personal information, identifiers and contacts (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding Information (such as court orders and professional involvement)
- Special Educational Needs (including the needs and ranking)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

#### Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use the pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- to meet the statutory duties placed upon us by the Department for Education (DfE)

## The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR – Article 6) the lawful bases we rely on for processing pupil information are:

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- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
  - for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
  - for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for the Department for Education (DfE) census information
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information)(England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

## Collecting pupil information

We obtain pupil information via registration forms/completion of Arbor Management System at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information. Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

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## Storing pupil data

We hold pupil data in line with the guidance set out in the Retention Schedule contained within the IRMS Toolkit for Schools. This can be accessed online or a copy can be made available on request.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS/school nurse
- SEND Support Services
- Children's Social Care
- Children and Family Wellbeing Service
- Lancashire Child, Adolescent Mental Health Services (CAMHS)
- School Spider (Website)
- Arbor
- CPOMs – Keeping Children Safe Management System
- TTRS/My Maths - learning
- Spelling Shed – learning
- LbQ
- Spag.com – learning
- Google Classroom – learning
- Renaissance – assessment
- Insight - assessment

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 either directly or via our local authority for the purpose of data collections.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meets the current government security policy framework.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under UK GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact: - **Mrs Berryman, Headteacher at**  
**head@salesbury.lancs.sch.uk**

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact - If you would like to discuss anything in this privacy notice, please contact:**

**Clare Berryman**  
**Headteacher**

[head@salesbury.lancs.sch.uk](mailto:head@salesbury.lancs.sch.uk)